

This form must be submitted to the Designated School Official prior to the last day to add courses.

TO BE COMPLETED BY STUDENT

Name: _____ ID# _____

Semester: Fall _____ Spring _____

TO BE COMPLETED BY ACADEMIC ADVISOR

In general, permission to register for less than full-time should occur rarely in a student's career. According to US immigration law, international students holding F-1 or J-1 status must be full-time each fall and spring semester. Students are not required to be enrolled during vacation breaks. Full-time enrollment for international students at Claremont School of Theology is defined as 8 units per semester. Doctoral students enrolled in Dissertation Research or Doctoral Continuous Registration are considered to be enrolled full-time for 3 years.

US Citizenship & Immigration Services (USCIS) does not recognize the following as valid reasons for less than full-time enrollment.

- Financial constraints.
- Registration for exams, with the exception of qualifying exams being taken after completion of all course requirements.
- Enrollment restrictions due to outstanding incomplete courses.
- Enrollment restrictions due to academic probation.

There are limited, but very important, exceptions to the "full course of study" requirement. In the situations described below, international students are considered to be maintaining status even if they are not registered for a full course of study. Approval must be reported to the USCIS by the Designated School Official through the Student & Exchange Visitor Information System (SEVIS). We appreciate your assistance in helping us to determine this student's eligibility for a reduced course load.

I recommend less than full-time enrollment for this student based on the reason I have indicated below:

Experiencing academic difficulties due to one of the following:

- Initial Difficulty with the English Language
- Initial Difficulty with Reading Requirements
- Unfamiliarity with American Teaching Methods
- Improper Course Level Placement

A reduced course load due to academic difficulties may only be authorized once per degree program.

Medical conditions [8 CFR 214.2 (f) (6) (iii) (B)]. Requires medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the Designated School Official to substantiate the illness or medical condition. Permission can be granted only in one semester increments. *May not exceed an aggregate of 12 months while student is pursuing a course of study at a particular program level.*

Student needs less than a full course load to finish the degree this semester.

Student needs less than a full course load to finish unit requirements for degree.

Advisor Name: _____

Signature: _____

Date: _____